



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
DIVISION OF REGULATORY BOARDS  
**PRIVATE PROTECTIVE SERVICES**  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-1158  
615.741.6382 FAX 615.532.2965  
[www.tn.gov/commerce/boards/](http://www.tn.gov/commerce/boards/)

**ATTENTION ALL APPLICANTS**

- Armed and Unarmed Security Guard Registration -
  - Contract Security Company License –
- This notice does not apply to certified trainer applicants*

**FINGERPRINT SUBMISSION AND PROCESSING INFORMATION**

**Option (1):**

We will continue processing your fingerprints through Tennessee Private Protective Services by forwarding the fingerprint cards you send with your application to the TBI & FBI. *Current reporting time is 4-6 weeks, rejected prints could extend processing time.*

If you choose this method of fingerprint processing you must:

- Forward (3) sets of classifiable fingerprint cards with your application, and;
- Forward the **\$60.00 non-refundable** fingerprint processing fee in addition to the application fee(s.)

*Prints must be rolled nail to nail by a qualified technician on cards included with the application. All blocks must be completed and the cards must be signed by the applicant. Answer N/A if the question does not apply.*

**Option (2):**

**Cogent Systems (Electronically scanned fingerprint submissions to TBI & FBI.)**

Cogent will charge **\$48.00** to scan and transmit your fingerprints to the TBI and FBI.

Applicant's can schedule an appointment with this electronic fingerprint scanning company. Cogent Systems will transmit the applicant's fingerprints to the TBI & FBI for processing. *Approximate processing and reporting time = 5-10 days.*

**Electronic Fingerprinting Information - Cogent**

- You must have the correct ORI# when calling: **TN920120Z**
- **You must also have the transaction type in order to schedule fingerprinting:**
- **AG** = Armed Security Officers. (Armed Guards)
- **UG** = Unarmed Security Officers. (Unarmed Guards)
- **PS** = Contract Security Company applicants. (Contract Security Company)

**Call Center Scheduling:** Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)

- Call **1-877-862-2425**.
- Operators will collect required information and schedule your appointment.

**Online Scheduling:**

- **www.tennessee.cogentid.com**
- You will enter your applicant information as prompted online.

**DO SEND** a copy of the receipt of payment for electronic fingerprint submission.

**DO NOT SEND** the fingerprint cards or the **\$60.00** fingerprint processing fee with your application to Tennessee Private Protective Services.

NOTE: Should you choose to arrange live-scan fingerprinting through Cogent, it will not be necessary to request a “conditional” armed guard registration or pay the \$15 conditional fee.